



**INDUNA**  
TRAINING SERVICES

**ONLINE WEBINAR**

**CONTRACT MANAGEMENT AND ADMINISTRATION**

**19-20**  
April 2020

**VIRTUAL**

An outstanding  
INTERACTIVE  
**two-day**  
VIRTUAL WORKSHOP  
on Contracts  
**8:30am - 16:30pm**

BEE Level 4 Contributor  
Central Supplier Database: MAAA0321383



#### WHO SHOULD ATTEND

The course will benefit all built environment practitioners (engineers, quantity surveyors, lawyers, project managers, etc.) Funding agents, such as Development Banks will also benefit enormously from the workshop.

#### COURSE OVERVIEW

This practical training course, facilitated by professional engineers, quantity surveyors and planning experts with extensive international experience, is designed to help the participants have confidence in managing construction projects from conception to finalisation.

Whether representing Employers, Consultants or Contractors, it provides extensive procedures and work exercises to give all delegates a comprehensive understanding of how to administer and manage projects.

The course provides the skills to manage the relationships between the three main project stakeholders, namely the Employer, the Contractor and the Employer's Agent, in order to achieve the mutually successful completion of a contract.

It assists individuals to understand the holistic project management function and to identify specific responsibilities of parties to ensure the success of a project.

The aim of the course is to take the "mystique" out of project management and to provide delegates with a simple, but proven, methodology for ensuring that time, cost and quality constraints are met.

#### INTERACTIVE WORKSHOP facilitated by **Kevin Spence**

Pr Eng, BSc Eng (Civil)(Wits), MSAICE, FAARb, FIQ  
Reg. Professional Engineer, Mediator,  
Adjudicator & Arbitrator  
Accredited FIDIC Trainer

Kevin is a registered Professional Engineer, Mediator, Adjudicator and Arbitrator with over 40 years' experience in the Construction Industry. His experience spans across Freeway Construction, Airport Runway Rehabilitation, Dams and Water Retaining Structures, Pipelines, Civil and Building Construction, Concrete Structures, Asphalt and Concrete Road Surfacing and most recently Claims Preparation and Defence.

Throughout Kevin's professional career he has managed various business units of one of the largest construction companies in South Africa, owned a Road Surfacing Company which was later sold to a listed company before moving into dispute resolution and claims consulting.

Kevin completed the Fellowship of Arbitrators Qualification and currently specialises in large scale Construction Claims and Dispute Resolution. Over the last 10 years Kevin has been involved as Mediator, Adjudicator, Arbitrator and expert witness on numerous matters. He is presently appointed on Dispute Boards (DB's) in South, Central and West Africa. Kevin is an admitted member of the FIDIC President's List of Adjudicators.

He is considered an expert on the FIDIC suite of contract documentation. He is the only FIDIC Accredited Trainer in South Africa.

#### REVIEWS

Kevin shows passion for his work especially on DABs, would be great to have Mr Spence as a mentor. ~ *MD Contracts Consultant*  
Kevin was a true professional, an expert in the industry. ~ *Raubex*  
Kevin Spence has been such an excellent facilitator and gives constructive trainings. ~ *World Food Programme*

**REGISTER**

[www.indunatraining.co.za](http://www.indunatraining.co.za) OR [info@indunatraining.co.za](mailto:info@indunatraining.co.za)

**ONLINE WEBINAR**

**COURSE OUTLINE**

DAY  
**1**

**Session 1**

**Pre-Contract Award**

- Confirmation of project and selection of appropriate contract
- Appointments of the Professional Team
- Appropriate Professional Services Contract-Client/Consultant Agreement
- Contract Award Procedures
- Bid Documents
- Tender drawings
- Advertising, receipt, and tender deposit
- Tender evaluation and recommendation
- Letter of Acceptance/Letter of Award

**Session 2**

**Contract Documents and Award**

- Contract Award Procedures
- Contract Documents
- Role and Authority of the Professional team
- Performance Security

**Session 3**

**Contract Start Up**

- Programme
- Drawings
- Kick Off Meeting

**Session 4**

**Post Commencement Date Administration**

- Communications
- Access and possession of Site
- Site security
- Contractors Mobilisation
- Records
- Daily Diaries
- Local laws
- Plant, Materials and Workmanship

DAY  
**2**

**Session 5**

**Financial Procedures**

- Measurement-when and by whom
- Contract variations
- Value Engineering
- Progressive Payments Procedures and payment Certificate
- Cost monitoring
- Cost control procedures
- Interim Payment Certificates-time for payment
- Final Payment Certificates

**Session 6**

**Claims, Suspension and Termination**

- Contractor's Claims
- Agent's Responses
- Rulings and/or determinations
- Site instructions

**Session 7**

**Dispute resolution procedures under Construction Contracts**

- Establishment of Adjudication Boards
- Amicable Settlement Procedures
- Arbitration Procedures

**Session 8**

**Taking over the Works, Defects Notification Period and Contract Completion**

- Taking Over Certificate/ Practical
- Completion and Final Completion
- Defects in the Defects Notification Period
- Retention
- Punch list
- Contract Completion Issues (Contract close out)

**COURSE INCLUDES**

- Presentation in soft copy and hard copy
- Training material in soft copy and hard copy
- Access to dispute resolution expert
- Case studies and work exercises conducted throughout the workshop
- Final assessment on completion of the workshop to test outcomes

**COURSE COST**

**R4,999.00** (EXCL. VAT) | **R5,748.85** (INCL. 15% VAT)  
**US\$ 400**



<b>COURSE</b>	<b>Contract Management and Administration</b>
<b>DATE</b>	<b>19 - 20 April 2020</b>
<b>ONLINE</b>	<b>WEBINAR</b>

### ❖ PERSONAL DETAILS

Title \_\_\_\_\_  
Surname \_\_\_\_\_  
Name \_\_\_\_\_  
Cellular \_\_\_\_\_  
E-mail \_\_\_\_\_

### ❖ COMPANY DETAILS

Company Name \_\_\_\_\_  
VAT Number \_\_\_\_\_  
Postal Address \_\_\_\_\_  
Physical Address \_\_\_\_\_

### ❖ INVOICED ISSUED TO:

Company Name \_\_\_\_\_  
Participant \_\_\_\_\_

### DECLARATION

I, \_\_\_\_\_ (Name/Surname)  
have read and accept the TERMS & CONDITIONS as stipulated in this  
REGISTRATION form.

SIGNATURE

DATE

### TERMS & CONDITIONS

#### ❖ REGISTRATION

- Participants may register by e-mail with payments by EFT.
- Please complete and send this form to: [info@indunatraining.co.za](mailto:info@indunatraining.co.za)  
Closing date for the REGISTRATION and PAYMENT is 2 days before the course begins.

#### ❖ COURSE COST

- Registration FEE per participant
- **ZAR 4,999.00** EXCL VAT
  - **ZAR 5,748.85** INCL VAT
  - **US\$ 400**

#### ❖ PAYMENT DETAILS

- **EFT**  
INDUNA CONSULTING (PTY) LTD  
NEDBANK - IRENE  
BRANCH CODE: 198765  
ACC NO.: 1075 331 765  
**SWIFT: NEDSZAJJ**

#### ❖ CANCELLATION & TRANSFERS

- Cancellations by delegates must be in writing and received 1 week before the course begins.
- It is regretted that no refunds will be made or invoices cancelled after the 1-week period.
- Substitutions may be made at any time
- We reserve the right to cancel the event if it is under subscribed or for any other reason.
- In the event of cancellation, we will endeavour to give delegates 2 weeks' notice and payments received will be refunded in full.
- INDUNA CONSULTING cannot be held liable for any pre-booked travel or accommodation costs.